

# TOTARO TOTARO & SIEGEL

ACCOUNTANTS CONSULTANTS ADVISORS

## Where Clients Count

### ABOUT US

Totaro Totaro & Siegel is a full service tax, accounting, and financial services firm located in Toms River, New Jersey. We cater to a variety of client ranging from individuals to medium-sized companies. We hold licenses in the State of New Jersey and the State of Georgia and are members of the American Institute of Certified Public Accountants, the New Jersey Society of Certified Public Accountants, and the Ocean County Chamber of Commerce. We also are a Certified QuickBooks Pro Advisor and the local Bridge21 Affiliate for our area.

At Totaro Totaro & Siegel, we believe that your accountant should understand more than just how to file a tax return. We are committed to our clients. In doing so, we offer a complete array of services provided with a personal and professional touch. Each client is reviewed individually and the services performed are customized to the needs of each client.

We have found that accessibilty, communication, and expertise are the key to a good working relationship. As such, we strive to continually enhance our knowledge and tools to provide this in an easy manner. There are many ways in which to contact us. They include phone, fax, email, and even cell-phone. We find that this allows our clients to reach us in the event of an emergency and in most cases provide an answer and solve the problem at hand.

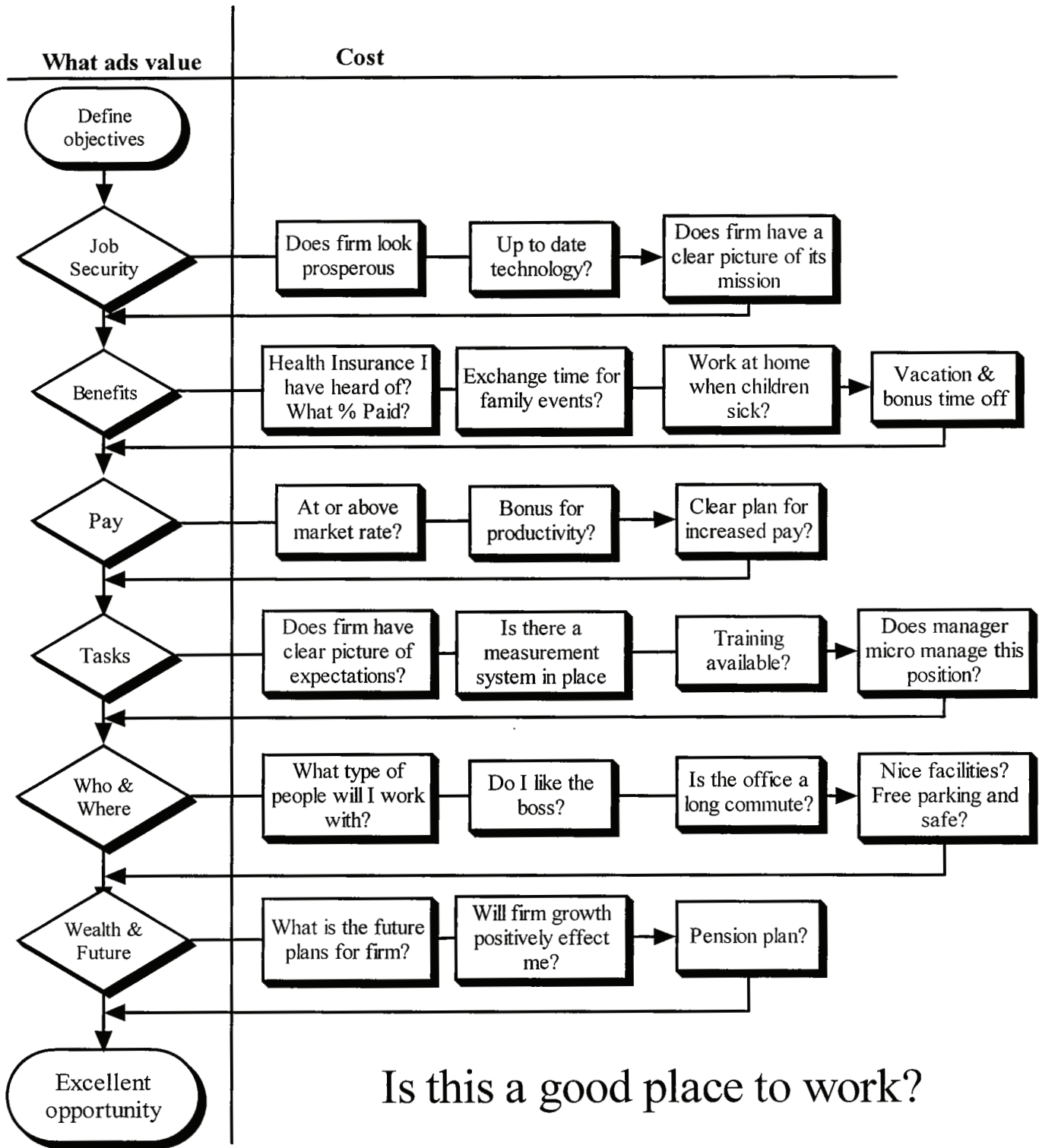
### SERVICES

Our firm has the resources, experience, and depth of knowledge to offer a wide variety of services to both individuals and businesses.

<u>Accounting</u>	<u>Payroll</u>	<u>Tax</u>
Write-Up	Payroll Check Preparation	Tax Strategy Planning
Compilation and Review Financial Statements	Payroll Tax Return Preparation	Corporate Tax Services
Forecasts/Projections	Federal/State Tax Payment	Individual Tax Services
Cash Flow Management	W-2 Preparation	Estate & Fiduciary Services
Budgeting	1099 Preparation	Non-Profit Organization Services
Business Management Consulting	Audit Representation	Sales Tax Preparation
Business Valuation	Direct Deposit of Payroll Checks	Pension Services
Incorporation Preparation		Federal and State Representation
Dissolution Preparation		Offer-In-Compromise Preparation
		IRS and State Problem Resolution
<u>Investment Advisory</u>	<u>QuickBooks</u>	
Estate Planning	New Set-up	
College Planning	Training	
Retirement Planning	Set-up Review and adjustments	
Portfolio Management	Problem Solving/Technical Support	
Pension Fund Management	Seminars	
Stock and Mutual Fund Investments	On- Line Bookkeeping	
Annuities	Software Purchase and Implementation	
Life Insurance and Long-Term Care Insurance		

The following is the flow chart of questions we used to determine if Totaro Totaro & Siegel is a good place to work. We recommend you use this flow chart and report in determining your interest in this position. You will find the answers to most of these questions spread throughout this report.

With these questions out of the way before the interview you will be able to focus your attention on how you might accomplish the tasks of this job.



**First row of questions: Job Security.**

We are committed to building a successful and lasting enterprise. Our goal is to become a business in which we have \$2,000,000 per year or more in revenue and streamline our business to be as efficient as possible. In doing so, we have committed to be on the cutting-edge of technology and continually improving based on new processes and procedures.

Goal for the end of 2006: \$200,000 in new billing for the year.

Goal for the end of 2007: \$450,000 in new billing for the year.

**Second row of questions: Benefits.**

TTS provides a full package of medical insurance benefits. We pay the premium up to \$250 a month per employee for the cost of individual coverage. At present, this equates to each employee paying \$27.55 per week for their individual coverage. Since we are a family oriented business, we understand the need to leave the office for family events. We strive to work with the team member and accommodate their needs and wants, all that we ask is that the firm, its clients, and other team members are also considered in this time in order to have a reasonable exchange of effort and a fair relationship.

Sick time and Vacation time is available for each full-time team member based on the equivalent of years of full-time service and will be creditable on the anniversary date.

Length of continuous service (as of the date employed)	Sick Time Earned	Vacation Time Earned
6 Months & Under	None	None
1 Year	2 Days	1 Week – after 1 <sup>st</sup> anniversary date
After 2 Years	3 Days	2 Weeks – after 2 <sup>nd</sup> anniversary date
Over 7 Years	3 Days	3 Weeks – after 7 <sup>th</sup> anniversary date

**Third row of questions: Pay.**

TTS strives to pay our team members the prevailing wage for like positions in the market. We do not wish to hire people who take this position until something better comes along. Our hires are for the long term. Your pay with us will start at a rate that we feel is commensurate with your expected contribution to accomplishing the tasks and your ability to convert these tasks to company revenue goals. Starting pay will be reduced for applicants that require remedial training. It is the responsibility of the applicant to review these matters during the interview. Raises will be given solely for merit, as determined on the basis of the performance review or when management feels it is warranted.

**Fourth row of questions: Tasks.**

**First Objective:** To learn and utilize the technology to enhance your accounting functions to provide the best service at the most efficient level possible.

**Second Objective:** To learn & communicate any possible improvements on processes and procedures in doing your accounting functions.

**Third Objective:** To grow your position within the firm as the firm grows.

NOTES:

The partners will not micromanage the tasks.

You will have the full cooperation of all TTS team members/report problems to the partners.

The partners will give you guidance as needed.

**Fifth row of questions: Who will you work with and where.**

- The people you will work with are generally young.
- The firm is a family friendly firm.
- You report to the partners.
- The office is located in Toms River, NJ at 1108 Hooper Avenue
- The office is non-smoking and pleasant.

**Sixth row of questions: Wealth and the future**

- It is the plan of TTS to establish greater employee benefits as the firm grows (such as a possible 401k)
- TTS plans to expand our business. If we succeed in reaching these revenue targets, the opportunities for positions of higher responsibility and pay are very good.

**The next step:** If you feel good about this position, we invite you to contact the partner via email and ask for an initial interview. You will then be asked to make a presentation to TTS regarding your skill, work ethic, and contribution that you feel you can bring to the TTS team.

**Thank You**

**Rachel Siegel, CPA**

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